



8500 Oliver Road, Erie, PA 16509

Joint Operating Committee - Meeting Minutes

Thursday, February 25, 2016

Work session - 6:03pm

- The Erie County Vocational Technical School Foundation Meeting took place during the work session.
- Dr. Jackson reviewed the highlights of the Administrative Procedure 126 Enrollment Review process. He explained this procedure monitors all of the program enrollments to allow for the identification of factors which are impacting a specific program's enrollment.
- The 2016-2017 Bell Schedule was discussed with the group. Dr. Jackson also reviewed student survey comments regarding the current schedule and the "costs" that the students incur, such as being late for sports practices or having to ride the elementary school bus home, to be able to attend ECTS programs.

A good example of the impact of the current bell schedule involving one of our ECTS instructors and her capability to participate in her home school's sports program during her high school years was also shared with the group. This schedule will be discussed with the schools and an update will be provided at the March JOC session.

- The work session ended at 7:03 p.m.

Call to Order

Mr. Foyle, JOC President called the regular meeting to order at 7:04pm

Moment of Reflection and Pledge of Allegiance

Roll Call

Terri Birchard, Board Secretary, called the roll:

<u>Committee members:</u>	<u>District:</u>	<u>Present</u>	<u>Absent</u>
Andrew Foyle	Fairview	x	
John Ogden	Fort LeBoeuf	x	
Dennis Olesnanik	Girard	x	
James Bucksbee	General McLane	x	
Bill Lutz	Harbor Creek	x	
Wade King	Iroquois	x	
John DiPlacido	Millcreek	x	
David Rodgers	North East	x	
Glen Black	Northwestern	x	
Jennifer Gourley	Union City		x
Eric Duda	Wattsburg	x	

3/18/2016 2:23 PM

<u>Administrators:</u>	<u>Position:</u>	<u>Present</u>	<u>Absent</u>
Sandra Myers	Superintendent of Record	x	
Aldo Jackson	Director	x	
Timothy Sennett	Solicitor	x	
Joseph Tarasovitch	Principal	X	
Terri Birchard	Business Manager	x	
Natalie Fatica	Human & Quality Resources Coordinator	x	
Del VonVolkenburg	Facilities Manager		x
Jeff Smith	Technology Manager	x	
Pat Holland	Supervisor of Student Services	x	
Jan Kennerknecht	Supervisor of Student Services	x	

Meeting Minutes

Minutes of January 28, 2016

Motion to accept the minutes of the January 28, 2016 meeting as presented.

Moved for approval by DiPlacido, with second by Lutz

The motion is approved with an all "ayes" voice vote

(Copy is filed with the official minutes)

Guests and Public Comment – Items related to the Agenda

Guests signed in and present: Joe Salorino - no comments

Correspondence

- Review of Thank you card from Dr. Myers
- Review of the Letter of Intent to Retire in 2016-2017 from Rosanne Gangemi, Instructional Aide

Business

Report - Business Manager – Terri Birchard

(Copy filed with the official minutes)

Financial Reports, Payments and Invoices

Motion to approve the following reports, payments and invoices, as presented:

- Revenue and Expenditure Reports: January 2016
 - o General Fund
 - o Food Service Fund
 - o Capital Reserve Fund
 - o Student Activities Report
- Checks and Invoices:
 - o General Fund Checks and Wire Transfers: \$ 424,097.37
 - o Invoices Payable: \$87,993.03
 - o Food Service Fund Checks and Wire Transfers - \$ 2,870.09

- o Invoices Payable: \$1,746.72
- o Capital Projects Fund Checks and Invoices: \$ 38,274.48
- o Invoices Payable: None
- o Student Activity Fund Checks and invoices: - 3,232.32
- VISA procurement card payment – \$34,732.82
- Treasurer’s Report: January 2016
- Budget Transfers –per original 2015-2016 budget – partial transfer from General Fund to Food Service Fund for Culinary Arts program supplies - \$15,000

All business reports moved for approval by Lutz with a second by Rodgers
The motion is approved with an all “ayes” voice vote
(Copy of each item is filed with the official minutes)

Human and Quality Resources

Report—Coordinator of Human and Quality Resources – Natalie Fatica
(Copy filed with the official minutes)

Regular Employment Status – Helms, Fair, Edwards, and LaZar

Motion to grant regular employment status to Mark Helms effective January 29, 2016, at \$14.73 per hour; Andrew Fair effective January 29, 2016 at \$19.50 per hour; Robyn Edwards effective January 11, 2016 at \$14.41 per hour; and Jennifer LaZar effective February 10, 2016 at \$14.73 per hour

Moved for approval by Duda, with a second by Rodgers
The motion is approved with an all “ayes” voice vote

Operations

Discussion took place that a new board action item should be considered for information regarding the Superintendents’ attendance and the agenda of items to be discussed during the monthly PAC sessions.

Addition to Board Action Items Log – PAC agenda and attendance

Motion was made to add this item to the Board Action Items listing. Dr. Jackson will be responsible for providing the PAC agenda and Dr. Myers will note the attendance during these sessions in her monthly report.

Moved for approval by Bucksbee, with a second by Duda
The motion is approved with an all “ayes” voice vote

Administrative Reports

- Superintendent Report– Sandra Myers, Union City School District
- Director Report — Aldo Jackson
- Solicitor Report — Timothy Sennett
- High School Principal Report — Joe Tarasovitch
- Facilities Report — Del VonVolkenburg

- Technology Report — Jeff Smith
- Instructional Support Services Reports - Jan Kennerknecht and Pat Holland
(Copy of each printed report is filed with the official minutes)

Staff Travel >400 miles (Polices: 331,431,531) - None

Student Field Trips and Fundraising, (Policy 121, 229, 230)

Ratification of Field Trips prior to the meeting

Motion to approve the ratification of the following field trips and fund raisers occurring prior to the meeting:

- Field Trip Request – Auto Body; February 17-18, 2016; PAA Automotive Contest, AACE Museum, Hershey, PA

Moved for approval by Ogden, with a second by Olesnanik

The motion is approved with an all “ayes” voice vote

Approval of upcoming Field Trips

Motion to approve the following upcoming field trip requests

- Field Trip Request – SkillsUSA State Competition; April 12 – 15, 2016; Hershey, PA
- Field Trip Request – Construction Trades; May 6, 2016; Greater PA Carpenters Training Center; Pittsburgh, PA
- Field Trip Request – Health Assistant and Computer Programming; April 7, 2016; Edinboro University; Edinboro, PA
- Field Trip Request – Culinary Arts; April 29, 2016; Ambassador Center and O’Charley’s; Erie, PA
- Field Trip Request – Metal Fabrication; March 18, 2016; Rodgers Brothers; Albion, PA
- Field Trip Request – Metal Fabrication; March 18, 2016; Industrial Sales & Manufacturing; Erie, PA
- Field Trip Request – Drafting and Design; May 20, 2016; Sunburst Electronics; Erie, PA
- Field Trip Request – Early Childhood Education; TBD; Mercyhurst and YMCA; Erie, PA
- Field Trip Request – Graphic Arts; May 11, 2016; McCarty Printing; Erie, PA
- Field Trip Request – Art and Design; May 12 and May 13, 2016; Erie Playhouse; Erie, PA
- Community Service – Computer Programming; April 16, 2016; Special Olympics Basketball; Girard High School

Moved for approval by Olesnanik, with a second by Rodgers

The motion is approved with an all “ayes” voice vote

Facilities Use Requests – Profit Making Organizations (Policy 707)

Motion to approve the facility use request from Fagan Supply Company on March 23, 2016

Moved for approval by Duda, with a second by Rodgers

The motion is approved with an all "ayes" voice vote

Other Operations - None

Other Business

- Board Action Items – log presented for review

Approval of 2016-2017 General Fund Budget

Motion to approve the 2016-2017 General Fund Budget that includes district contributions in the amount of \$3,914,559 and recommend adoption by the participating districts

Moved for approval by Rodgers, with as second by Lutz

The motion is approved with an all "ayes" voice vote

- Review of Food Service Participation Report – February 2016

Supplemental Information

- JOC Member Attendance Report
- AFT Report
- Secondary Program Enrollment Report
- Transition Center Enrollment Report & Career Alternative Education Report
- Disabled Population by District
- Disabled Population by Program
- Business Contacts Report
- Work Experience Report
- Admissions Coordinator Report
- Career Planning Coordinator Report
- Students of the Month – January 2016
- Data Governance Plan Proposal
- Fifth Year Graduate Follow-up Report
- Bell Schedule Information

(Copy of each supplemental item is filed with the official minutes)

- Next meeting: Thursday, March 24, 2016
- Reminder – Statement of Financial Interest are due by May 1, 2016

Guest and Public Comment – Open to General Matters - None

Adjournment

Moved by Ogden, with a second by Lutz to adjourn the meeting
Mr. Foyle, Chairperson, adjourned the meeting at 8:23 pm.

Minutes prepared by,

Terri L. Birchard, Secretary
Joint Operating Committee

DRAFT